



State of West Virginia
Glen B. Gainer III
State Auditor

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Letter to State Employees:

In June of this year, approximately 8,900 state employees in Wave 1 of the wvOASIS payroll conversion transitioned from semimonthly to biweekly pay. Recently some individuals have expressed confusion regarding employee wages in the biweekly system. Employee pay is based on the salary that each agency establishes for each employee from the inception of the payment cycle. Biweekly pay divides the employee's salary into 26 payments rather than the 24 payments that occurred in the semimonthly system and is not based on a calendar year. Each employee receives their full salary over the 26 biweekly payment cycle.

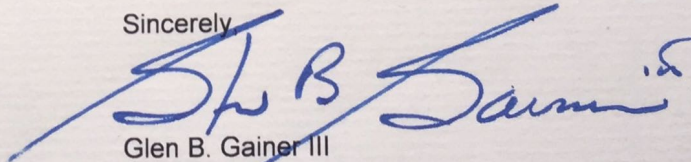
The biweekly year begins at the time the first biweekly paycheck is issued. Each employee will continue to be paid for every hour worked, at the hourly rate associated with their salary. No pay is lost or "shorted." Salaries do not change because of biweekly pay. The frequency of pay is what changes. When a converted employee leaves state employment I assure you they will receive every penny due them.

Employees are paid their hourly rate for every hour worked on a rolling 26 biweekly payment cycle (52 weeks/260 days per year). Biweekly payments do not fall at the end of months or years, but rather occur on alternating Fridays. Therefore, some pay associated with work performed in one year will roll into the first biweekly payday of the next year, and thus will be reflected in the following year's W-2 form.

In an effort to resolve all confusion and issues related to the conversion process, the ERP Board has moved to delay the November 14th conversion date previously established for all Wave 2 agencies. I apologize for this delay.

We hope this addresses some of your concerns and clarifies any confusion you might have as we move closer to the implementation of Wave 2. We encourage all state employees to review the attached charts and to visit wvOASIS.gov for more information. Hundreds of state employees have also taken advantage of our partnership with WVU Extension's Smart Money Series, which is available to all state agencies and provides additional examples and advantages of biweekly pay.

Sincerely,



Glen B. Gainer III
State Auditor

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Attachments